

SUBJECT GROUP 3100-3199 OPERATIONS

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SUBGROUP 3120 - OPERATING PROCEDURES, TASKS AND EMPLOYMENT

Ref: (a) CINCLANTFLTINST 5400.2 series

3120.1 Responsibilities of Fleet Units for Cleanliness

a. Policy. In accordance with reference (a), SOPA (ADMIN) Hampton Roads is responsible for coordinating the cleanliness of all anchorages, slips, piers, and parking lots utilized by forces afloat in the Hampton Roads Area. Specifically, this section is the basic cleaning bill for anchorages, slips, piers, and fleet parking under the authority of the SOPA (ADMIN) Subarea identified in section 3110.4.

b. SOPA (ADMIN) Subarea Responsibilities. The cleaning of piers and fleet parking lots has a direct impact on the health, safety, and operational readiness of personnel and units. This section will detail areas of responsibility and delegate authority to each SOPA (ADMIN) Subarea for the coordination of the cleaning effort among forces afloat.

c. Each ship at the pier is responsible for the cleanliness of the trash disposal area. Daily inspections will be made by each SOPA (ADMIN) Subarea representative to ensure that waste is properly disposed of in order to maintain cleanliness of pier areas.

(1) Each SOPA (ADMIN) Subarea will coordinate the daily cleaning effort with the appropriate Pier SOPA. SOPA (ADMIN) Subarea personnel on a daily basis will inspect assigned areas. When standards are not met, the responsible Pier SOPA will be notified and follow-up inspections will be conducted to ensure corrective actions are taken in a timely manner. A program for reporting noncompliance and repeated offenses will be initiated by each SOPA (ADMIN) Subarea.

d. Pier SOPA Responsibilities. Each Pier SOPA is responsible for cleanliness of the pier area, including assigned parking lots. Specific Pier SOPA duties are listed in Paragraph 3110.4.a of this manual. The respective SOPA (ADMIN) Subarea may provide additional guidance.

e. Commanding Officers' Responsibilities. Commanding officers of each ship berthed at a pier are tasked with supporting the Pier SOPA in the execution of his responsibilities as detailed by this section.

3120.2 Naval Station (NAVSTA), Norfolk Cleaning Bill. NAVSTA Norfolk will coordinate the cleaning efforts of forces afloat for all piers, floating dry docks, fleet landings and fleet parking lots. The division of fleet parking lots among piers for the purpose of cleaning

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assignments, as depicted by Figures 3110-1 through 3110-5, has been performed on an equitable basis. The criteria used for this division was to keep the lots as near to the responsible pier as feasible, and to assign lots which would normally be used by the ships at the responsible pier.

a. General Guidance

(1) All refuse will be placed in dumpsters. Pallets are never to be placed in dumpsters, and grounds in the vicinity of dumpsters will be policed each time refuse is placed in the dumpsters.

(2) The pier will be swept down daily or more frequently if necessary to present a creditable appearance at all times.

(3) Parking lots identified in Figures 3110-1 through 3110-5 will be policed a minimum of twice a day, seven days a week. Cleaning of lots should coincide with the pier sweeping routine established by each Pier SOPA. Weekends and holidays present an excellent opportunity for a thorough field day of each lot due to the reduced number of cars present.

(4) Of prime concern are areas that collect or create debris. Fence lines, curbs, areas around dumpsters, vending machines, and grassy areas should receive intense cleaning efforts and inspections.

(5) When ships are nested, the commanding officer of the ship nearest the pier will be primarily responsible for maintaining the appearance of the pier in accordance with the directions of the senior officer of the ships in the nest.

b. Pier SOPA Administrative Guidance

(1) The floating dry-dock utilizing Pier 24T will come under the cognizance of Pier 23 SOPA for supporting the requirements of fleet parking lot cleanliness as described in this cleaning bill.

(2) Ships berthed at the Southwall come under the authority of Pier 20 SOPA for supporting the requirements of fleet parking lot cleanliness as described in this cleaning bill.

(3) When allied ships and/or USNS ships are berthed at a pier, the Pier SOPA (U.S. Navy) will direct them to maintain the cleanliness of their berth and adjacent area on the pier. Allied ships and USNS ships are not required to provide personnel for working parties mustered to clean fleet parking lots. In addition, Pier SOPA (U.S. Navy) will direct each allied ship berthed at their pier to dump their refuse in the red dumpsters provided for their specific use.

(4) When no U.S. Navy ships are berthed at a pier, the parking lots normally assigned to that pier for cleaning will be the

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responsibility of the adjacent pier under the following system of pairs; when one pier is empty the other pier of the pair will assume the additional cleaning responsibilities.

Piers 2 and 3
Piers 4 and 5
Piers 7 and 10
Piers 11 and 12

Piers 20 and 21
Piers 22 and 23
Piers 24 and 25

Example: A USNS ship is berthed at Pier 7, SOPA at Pier 10 will clean Pier 10 and 7 parking lots.

c. Departing from Pier

(1) Prior to departure, ships will police their assigned areas and leave their berth in good order.

(2) Pallets, empty cable spools, and large crates will not be left on piers. They will be neatly stacked and placed where they do not restrict access to dumpsters or piers. Pallets will be stacked appropriately for removal by straddle trucks.

(3) Ship's commanding officer will ensure that no hazardous materials are left on the pier prior to departure.

(4) Official vehicles assigned to ships may be left for extended periods (1-2 weeks) in the nearest E-1/6 parking lot. Ships will retain responsibility for their vehicles.

3120.3 NAVPHIBASE Little Creek

a. The Pier SOPA at NAVPHIBASE Little Creek shall be responsible for the cleanliness of the piers, streets, and parking areas. All ships and small craft berthed at NAVPHIBASE Little Creek shall provide necessary personnel for working parties daily as required by Pier SOPA. Refuse must be placed in appropriate containers and the pier swept as frequently as necessary to present a creditable appearance at all times.

3120.4 NAVSHIPYD Norfolk Convenience Berths

a. Ships are required to maintain the entire length of the berth to which they are assigned and the parking areas assigned by the NAVSHIPYD Norfolk Security Officer. Port Operations dockmasters will conduct daily inspections. Discrepancies will be reported to the ship's CDO.

3120.5 WPNSTA Yorktown

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a. Each ship will provide a five-man working party to Port Operations to clean the pier and parking lot prior to the ship's departure.